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DD/S 68-3798

25 JUL 1968

MEMORANDUM FOR: Special Assistant to the Deputy
Director for Support

SUBJECT : Career Management

REFERENCE : Multiple Addressee Memo dtd 18 Jul 68
to Directors fr SA-DD/S, same subj.

1. This memorandum is in response to referent memorandum.
2. I have geared the answers given in the attachment to the paragraphs outlined in your memorandum.

[Redacted Signature Box]

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George E. Meloon
Director of Logistics

Att

OL 8 4940a

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GROUP 1
Excluded from automatic
downgrading and
declassification

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CAREER BOARD:

1. What is the composition of your Career Board?

Each Division and Staff Chief and the DD/L.

2. How often does your Career Board meet?

Infrequently, on call of the Chairman.

3. What matters are considered to be in the purview of your Career Board?

Logistics personnel policy matters and special assignments such as ranking of all Logistics careerists GS-13, GS-14, and GS-15 to determine their promotability, long-range potential, and minimal effectiveness (peaked out).

4. What role does the Career Board fill? - advisory? - decisive?

Advisory.

CAREER PLANNING:

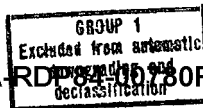
1. What form does career planning for individuals take in your Career Service?

Insofar as senior key positions are concerned, each Division Chief has prepared, or is preparing, a line of succession covering the next five years. Logistics Trainees and those Midcareerists who have been nominated for the Midcareer Course have career plans. Employees in less than senior positions are reviewed semiannually for advancement, training, and other forms of development.

2. To what extent has your Career Service told careerists of its plans for their development?

One Division has developed a career plan for all employees and is in the process of advising each person of his career plan. Plans on Midcareerists who are enrolled in the Midcareer Course are discussed with the employees concerned before they are put into action. Key assignments to Southeast Asia Logistics positions have been planned three years in advance and the officers are aware of their pending assignments.

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3. What use is made of individual career plans?

For the purposes of assignments, reassignments, and approval of training requests.

4. What procedures are followed in advising employees of their next assignment?

Those locally are told in person and those in the field are advised about six months in advance.

CAREER MANAGEMENT:

1. Briefly explain your selection processes for --

- a. Promotion
- b. External training, including Senior Schools.
- c. Internal training - Midcareer and other courses.

a. Each Division Chief ranks all of his employees by grade and makes recommendations as to those who should be promoted. These lists are consolidated by the Chief, Personnel and Training Staff, and reviewed with the Director and Deputy Director of Logistics. After consolidation and determinations made as to those who are promotable, such proposed actions are again reviewed with each Division Chief separately, and then promotions are made.

b. The Chief, Personnel and Training Staff, reviews the qualifications, etc., and comes up with a list. The list is then discussed with Division Chiefs and the recommendations are made as to which person should be selected. On occasion a special panel is appointed to screen all qualified employees and the recommendations are made to the Director of Logistics for processing to the Deputy Director for Support and the Office of Training.

c. Generally, the course contents and notices are disseminated to each Division Chief and they are asked for nominations. The nominations are reviewed by the Chief, Personnel and Training Staff, and recommendations are made to the Director of Logistics. In addition, reassignment questionnaires from the field are reviewed to determine employees' wishes as to further training.

2. Do you have a policy on intra-Support Career Service rotation?

Intra-Support Career Service rotation -- No.

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3. In planning rotation to Career Service - designated positions outside of your central office, what process is followed in selecting candidates?

Review suitable candidates, discuss with appropriate Division Chief, and make nomination after approval of the Director of Logistics.

4. Explain your system, if any, for identifying promising employees ("comers"). What grade levels are involved?

Midcareerists, Career Trainees, review of fitness reports, reassignment questionnaires, and constant alertness for good people.

5. After identification, how are the careers of "comers" managed?

A constant awareness of their presence, and special attention to training and developmental assignments.

STATISTICS:

1. For FY 1968:

- How many of your Career Service changed designations to another Career Service? (Please list number and Career Service involved)
- How many transfers were accepted into your Career Service? (Please list number and Career Service from which employee transferred)
- How many of your careerists rotated to positions outside of your component?

(SEE ATTACHED)

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STATISTICS FOR FY 1968:

SL Careerists Who Changed
Designations to Other Career
Services

Transfers Accepted
Into Logistics Ca-
reer Service

<u>No.</u>	<u>New Designation</u>	<u>Career Service</u>	<u>No.</u>	<u>Previous Designation</u>
		OFFICE OF THE DIRECTOR	2	E
4	D	CLANDESTINE SERVICES	5	D
		INTELLIGENCE		
1	IB	Basic Intelligence		
1	IC	Current Intelligence		
1	IP	Photographic Interpretation		
1	ID	Central Reference	2	ID
		Domestic Contact	1	IT
10	R	RESEARCH	3	R
1	S	SUPPORT		
		Support Development	7	SD
		Communications	1	SCA
			1	SEC
			1	SCP
1	SM	Medical	1	SM
1	SS	Personnel	3	SP
		Security		
1	SJ	Training	1	ST
		Career Training Program	3	SJ
22	OUT	TOTALS	31	IN

A total of 62 SL Careerists rotated to positions outside the Office of Logistics.

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